



Job Announcement

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TTY/D use Maryland Relay Service

Opening Date: March 10, 2015 **Closing Date:** March 24, 2015
Job Title: Criminal/Juvenile/Jury Assistant **Position Type:** Regular Full Time
PIN: 086643 **FLSA Status:** Non-Exempt
Location: Circuit Court for St. Mary's County **Grade/Entry Salary:** J06 \$30,761 - \$36,447
Leonardtown, Maryland (Depending on Qualifications)
Financial Disclosure: No

Essential Functions: Prepares new criminal, juvenile, CINA TPR cases by entering orders, motions, documents, setting up new cases, enters parties and witnesses, issues summonses and subpoenas, disposes cases, enter sheriff's returns. Assists customers at the counter by receiving new cases, answer questions, accept and stamp pleadings, provide information concerning cases to the public. Acts as cashier by accepting payments, supply change and receipts and copy to the case file; enters payment into computer, and tallies at the end of the day. Works on various special juvenile and criminal projects. Assists in other departments as needed.

Education: High School Diploma or GED.

Experience: One year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public, internal and external customers. Ability to define problems, collect data, establish facts, and draw valid conclusions; note and record essential information. Ability to maintain confidentiality. Ability to set priorities and handle situations requiring immediate attention. Ability to apply job-related terminology, codes, policies, procedures, rules, regulations and laws as required. Ability to operate a personal computer and type efficiently. Completion of a typing and/or data entry assessment to determine level of proficiency. Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Joan Williams, Clerk of the Court
Circuit Court for St. Mary's County
P.O. Box 676
Leonardtown, MD 20650

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.